

**Contract Improvement Process  
Model Contracts Subcommittee  
Notes from October 11, 2006**

**Attendees:**

Jim Coghlan  
Clark Bolser  
Michelle Lee  
Michelle Arnold  
Thirza Kennedy  
Pete Van Ronk  
Yvonne Anderson  
Meg Whitelaw  
Bob Jaros

**Summary of Discussion Points**

- Discussed different types of model contracts
- The State needs pre-acquisition planning – identify needs first
- Agencies should not attach the RFP to the contract because then it is unclear what terms were agreed to.
- Year end deadlines cause agencies to rush to spend money
- Language is construed against the drafter despite order of precedence clause
- Incorporate by reference selectively
- Need CFR guidance for agencies
- Need to follow up after contract – close out process

**Conclusions**

- Priority
  - Services Model Agreement with Statement of Work
  - Grant Model Agreement
  - IT Model Agreement – editing (Linda Shubow)
  - Real Estate Lease – editing (Heidi Dineen)
  - Equipment Lease
- Plan
  - Meg Whitelaw will provide rough drafts that will not be circulated outside the subcommittee – general provisions in 2 weeks – October 25, 2006
  - Subcommittee will critique the drafts

**Proposed Agenda for Next Meeting – October 19, 2006 from 11 am to 12 noon, 633 17<sup>th</sup> Street, Conf Rm 15A**

- Review federal grant agreements
- Review guidelines for Statement of Work if available